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DPD-3662-59

21 December 1959

MEMORANDUM FOR: Acting Chief, DPD-DD/P

THROUGH : Chief, Administrative Branch, DPD-DD/P

SUBJECT : Development Projects Division
Staff Security Check

1. This memorandum contains a recommendation for the approval of Acting Chief, DPD, and said recommendation is contained in paragraph 7.

2. The attached Security Check Sheet is the result of the security survey of the Development Projects Division, requested by you at a recent staff meeting.

3. In completing this assignment, the floor plan and the furniture and equipment in each section were carefully considered. The initial approach was to design a unique check sheet for each office that would list all furniture, equipment, windows, etc. This plan was abandoned when it was learned several sections anticipated re-arranging property and people, and changes would render the check list obsolete. Several other approaches to a custom check list tailored for each section were discounted for the same reason.

4. It is felt that the attached check sheet, though general in nature, can be modified to apply specifically to individual offices by the simple expediency of blocking or lining out sections or sub-sections which do not apply to a specific office.

5. A review of the security violations which have occurred in this Division in the past year disclosed that approximately 75% resulted from safe drawers being left open and approximately 15% from classified material being left exposed on desks, tops of safes, radiators, etc. A conscientious use of the attached check list should substantially reduce or eliminate the majority of violations.

6. In the course of the instant survey it was apparent there are physical areas in the Division for which security responsibility is not clearly defined. An example of this is Room 536, the Conference Room, and the area surrounding the thermo-fax machine in the outer area of Room 534 and 532 A. The Research and Development

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and Travel and Registry Sections perform their duties, or at least part of their functions, in areas immediately adjacent to the indicated areas, but none apparently have security cognizance over the areas.

7. It is recommended that the attached Security Check Sheet supersede those now being utilized and each section in the Division be required to complete it daily. It is further recommended that the Security Office be authorized to define the physical security responsibilities for each section to insure that every area within the Division is covered. It is also recommended that responsible officers in each section be charged with the duty of night security check as it is felt that the present system, whereby the last person to leave the office has the security check responsibility, is inadequate. If you concur in these recommendations, we will make appropriate arrangements with the Branch Chiefs to accomplish implementation of the attached Security Check Sheet.



Security Officer
DPD-DD/P

Recommendation in Paragraph 7 is APPROVED:



SIGNED

for WILLIAM BURKE
Colonel, USAF
Acting Chief, DPD-DD/P

23 DEC 1959

Date

APPROVED, but minus items 4d, 5b, and 6b, which are not possible of accomplishment on a daily basis in my view.

JAC

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